



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

REGULAR COMMISSION MEETING MINUTES

March 8, 2018, 9:00 am

Toftrees Golf Resort & Conference Center, One Country Club Lane
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill
Commissioner Michelle Beaver
Commissioner Erik Christensen
Commissioner Tim Heitzman

Commissioner Chad Libby
Commissioner Russell Shurtleff

Executive Director Joe MacLaughlin
John Manning, Legal Advisor (PBPP)
Helene Placey, Advisor
Eric Burkholder, Curriculum Committee
Chairman
Craig Christensen, Guest
Ed Hosler, Guest
Ian Rowles, Recorder (PBPP)

Those not in attendance:

Commissioner Larry Maggi

Tom Dougherty, Advisor (PBPP)
Greg Young, Advisor (PBPP)

1. Call to Order and the Pledge of Allegiance

- Chairman Graybill shared some excerpts from a book written by Lt. Col. Dave Grossman to help remind everybody the decisions they make as a Commission have an impact on each officer.
- Chairman Graybill welcomed a new guest, Ed Hosler who is the Deputy Chief from Clinton County to the meeting.

2. Review and approval of the Minutes of the previous meeting

MOTION: 1803:01

Commissioner Shurtleff made a motion to approve the minutes from the January 11, 2018 Firearms Education and Training Commission meeting.

Commissioner Christensen seconded.

Motion carried by unanimous voice vote.

3. Announcements and Reports

Chairman Graybill

- Chairman Graybill announced that the merge between the Pennsylvania Board of Probation and Parole and the Department of Corrections currently has no impact on FETC and how it is operated.
- Chairman Graybill stated that there is still a vacancy for a Commissioner spot for somebody who is in charge of representing a firearms academy. He hasn't heard any new information from the governors office on the vacancy.

Executive Director MacLaughlin

- Executive Director MacLaughlin stated that FETC is currently accepting applications for all of the Basic Training Academics running this year.
- Executive Director MacLaughlin shared that FETC met with an IS division with the possibility of creating a new FCTMS system. One that would be more user friendly and hold more information, making it easier for everybody to use.
- Executive Director MacLaughlin mentioned that the Curriculum Committee had successfully completed another Train-The-Trainer Course 7 days prior to the meeting and received positive feedback from the students.
- Executive Director MacLaughlin stated he received all of the respective information from the candidates for the Curriculum Committee spots that are being added.

4. Reports of Officers and Standing Committees

- The Curriculum Committee Chairman Eric Burkholder represented the Curriculum Committee at the meeting to discuss with the commission what was mentioned at their meeting.
- Committee Chairman Burkholder mentioned the Curriculum Committee would like to recognize committee member Neil Stefanisko for his service with the committee and congratulate him on his promotion to chief of Schuylkill County adult probation.
- Committee Chairman Burkholder stated there are 10 members on the committee and are having some attendance issues with some other members.
- Committee Chairman Burkholder mentioned out of all of the candidates who sent in their information to be selected as a new committee member, the three that were chosen are Brad Halter of Bucks County, Ed Hosler of Clinton County and Mark King of Fayette County.
- Committee Chairman Burkholder stated each member comes from a different geographical location so each part of the state will continue to have a say in the curriculum.
- Chairman Graybill officially appointed Brad Halter of Bucks County, Ed Hosler of Clinton County and Mark King of Fayette County to the Curriculum Committee. There were no objections from any of the other Commissioners.
- Committee Chairman Burkholder stated he understands why some members can't attend the committee meetings due to many of them being more senior members of the staff. But the schedules are released an entire year ahead of time so it isn't hard to work your

schedule around coming to at least half of the meetings, which Commissioners Libby agreed with.

- Advisor Placey suggested sending out a letter to those members who have low attendance with a log of the attendance sheets asking if they are still interested in being on the committee.
- Commissioner Shurtleff mentioned he would like to see the attendance log at the next meeting. Commissioner Libby suggested adding when each member started their term to see if the members who have been on the committee the longest are the ones who aren't attending as much.
- Committee Chairman Burkholder mentioned the committee still needs to do some tweaking on the Course 5 curriculum. There are still come disagreements and the committee wants everybody to agree before finalizing.
- Committee Chairman Burkholder stated that the changes in Course 3 should be finalized and submitted by the next meeting.
- Committee Chairman Burkholder shared the committee looked and agreed on the new form, from the Pistol and Revolver Questionnaire to the new Weapon Declaration form. Executive Director MacLaughlin stated he would send out the Weapon Declaration to all of the Commissioners later.
- Committee Chairman Burkholder shared that he was unable to find something in the regulations or a motion in the past that states a CFI has to complete a Train-The-Trainer course in order to assist with an in-house training. He is concerned about a double standard since the contract states a CFI has to complete a Train-The-Trainer for the course they are assisting.
- Commissioner Libby agreed that being consistent with our vendors and our counties should be implemented somehow. Train-The-Trainer courses will have to be held at a higher rate going forward.
- Executive Director MacLaughlin explained how there are currently 4 more Train-The-Trainers scheduled this year, but he plans to put a cap on the number of instructors each county can initially send.
- Committee Chairman Burkholder stated that hopefully with the new committee members, more of them will show up at the scheduled Train-The-Trainers. If more of the committee members show up they can open the class to a greater size as long as the ratios are being followed.
- Commissioner Christensen is concerned because it doesn't state that the MI has to attend a Train-The-Trainer course.
- Chairman Graybill stated that the Commission doesn't require any county to run an In-House class. He mentioned the possibility that the Commission just makes a strong recommendation that those instructors who assist have attended the Train-The-Trainer course.
- Commissioner Christensen predicted three possible routes to the problem. Either let it alone, make MI's go through all of the Train-The-Trainer classes or have all of the CFI's go through the Train-The-Trainer classes.

BREAK - Twelve minute break (10:16 – 10:28 am)

- Commissioner Christensen attempted to make a motion which read “In order to run an In-house Con Ed course, all CFI's must have attended and successfully completed the Train-

The-Trainer for that course and recommend the Master Instructor also have attended the Train-The-Trainer for that course.”

- There was no second of the motion which resulted in it not being voted on or being approved.
- Committee Chair Burkholder stated he could not find anything in the regulations that state FETC courses have to be run in their entirety. He stated that Berks County ran the scenarios portion of both Course 6 and Course 7.
- Commissioner Libby stated he believes for a course to be complete, one would have to take the classroom portion along with the scenario portion.

MOTION 1803:02

Commissioner Shurtleff made a motion stating that course mixing of Commission approved courses shall not be approved for Con Ed credit.

Commissioner Beaver seconded.

- Commissioner Libby showed concerned about counties becoming shy about creating new courses since they sometimes borrow parts of Commission approved curriculum.
- Commissioner Shurtleff stated he wants consistency across the state. His motion reflects only on trainings for continuing education credits, nothing on secondary training.

Motion carried by unanimous voice vote.

5. New Business

- Executive Director MacLaughlin mentioned he has looked into the possibility of holding a Course 5 in Lancaster County that could hold 48 students. He stated he already reserved a week in November with a training facility just in case it gets approved, and that Lancaster County has agreed to co-host the event due to their relationship with the training center FETC has contacted.
- Executive Director MacLaughlin stated that two courses would run during the week, from Monday to Wednesday at noon and then Wednesday afternoon until Friday. It would be run by volunteers who would only be reimbursed for their expenses, no additional pay.
- Executive Director MacLaughlin presented that it could be cheaper to run than two classes and more students would get credit through the Course 5. Since FETC has to cancel classes due to low attendance, finding the money shouldn't be a problem.
- Commissioner Shurtleff would feel more comfortable looking at the budget for the next fiscal year first before approving the course.
- Commissioner Libby showed concern regarding the potential problem of the courses not actually being cancelled due to low attendance. He mentioned the training would then end up being an extra cost.
- Executive Director MacLaughlin stated he would only allow students who didn't participate in a continuing education class this year attend this training, so it wouldn't get filled without actually fulfilling a training purpose.
- Commissioner Libby mentioned that, per the last meeting, the curriculum for the Course 5 is being changed, and wouldn't feel comfortable approving a course without seeing the

new curriculum first. Chairman Graybill agreed with this assessment from Commissioner Libby.

- Committee Chairman Burkholder informed the Commission he hopes the committee will have the updated Course 5 training completed with enough time for the Commission to approve the corrections so the event can eventually run.

Request for Initial CFI Status

Justin Popovich – Bradford County Adult and Juvenile Probation

Christina Sturgeon – Beaver County Adult Probation

Jason Taylor – Greene County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1803:03

Commissioner Shurtleff made a motion to approve Justin Popovich, Christina Sturgeon and Jason Taylor for initial CFI status.

Commissioner Libby seconded.

Motion carried by unanimous voice vote.

Request for Renewal of CFI Status

Lisa Fabus – Allegheny County Juvenile Probation

Larry Kerr – Allegheny County Juvenile Probation

Dan Prichard – Venango County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1803:04

Commissioner Libby made a motion to approve Lisa Fabus, Lerry Kerr and Dan Prichard for renewal of CFI status.

Commissioner Beaver seconded.

Motion carried by unanimous voice vote.

Request for Renewal of MI Status

Timothy Barnes – Allegheny County Juvenile Probation

Timothy Cross – Lawrence County Juvenile Probation

Theodore Memo – Lawrence County Juvenile Probation

Ronnie Millward – Centre County Adult and Juvenile Probation

- Executive Director MacLaughlin mentioned all of their proper training documentation were received by FETC.

MOTION: 1803:05

Commissioner Libby made a motion to approve Timothy Barnes, Timothy Cros, Theodore Memo and Ronnie Millward for renewal of MI status.

Commissioner Heitzman seconded.

Motion carried by unanimous voice vote.

6. Executive Session

There was not an executive session during this meeting.

7. Public Comment and Questions

- Ed Hosler thanked the Commission for having him and mentioned that his county, Clinton, has recently gone to long guns.
- Mr. Hosler mentioned that he shares as much information that he can and his county's policies with any county that has interest in carrying long guns as well.

8. Adjournment**MOTION 1803:06**

Commissioner Libby made a motion to adjourn.

Commissioner Christensen seconded.

Motion carried by unanimous voice vote.

Meeting adjourned at 11:24 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on March 4, 2018.

Minutes submitted by Ian Rowles, Recorder, PBPP